

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1262

TITLE: MANAGEMENT ANALYST III

GRADE: S-27

DEFINITION:

Under general supervision, either supervises/leads and coordinates professional level work in the front-line, day-to-day activities in more than one function such as personnel, budgeting and financial management, or contract administration and management; OR directs and manages one broad such function of considerable complexity requiring the supervision of professional staff; OR leads the most complex initiatives with direct impact to the successful completion of the department's strategic objectives, requiring significant expertise within the business area; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in the Management Analyst III class are distinguished from positions in the Management Analyst II class in that Management Analyst III positions generally perform more complex and diverse work in a lead and/or supervisory capacity, whereas Management Analyst II positions perform journey level professional work and do not typically act in a lead or supervisory capacity over professional level positions.

Positions in the Management Analyst III class are distinguished from positions in the Management Analyst IV class in that Management Analyst III positions generally perform more complex and diverse work in a lead and/or supervisory capacity whereas the Management Analysts IV serve as division managers over multiple business areas within a large department OR administrative division managers for a large County department.

ILLUSTRATIVE DUTIES:

Supervises a group or team of professional staff engaged in professional level management activities;
Plans, organizes, and manages the activities of an organizational unit including areas within accounting, budgeting, and human resources, as well as makes recommendations on use and expansion of IT.
Develops and manages the department's capital improvement program, oversees the asset management program and professional staff, and participates in project teams on financial audits and physical property inspection;
Serves as project manager for key initiatives managed at the Director/Deputy level
Leads and organizes the work of a team of professional staff;
Lead cross-divisional teams to address high priority and sensitive issues;
Supervises the development of contracts with private and public sector agencies and programs;
Oversees vendor services monitoring functions;
Oversees compliance with the terms and conditions of all contract documents and applicable regulations;
Responsible for preparing reports and analysis of contracts, purchase of service, grant activities and cost analysis;
Responsible for tracking of all contract services including performance indicators, service provided, and fiscal management reporting;
Acts as a liaison to State and Federal sponsor agencies for monitoring, auditing or programmatic review;
Supervises the annual agency contract management plan;
Analyzes County, State and Federal policies, statutes and regulations to develop contract requirements;

Responsible for Bid administration and award for all written informal solicitations
Oversees agency management studies regarding administrative operations and provider services;
Prepares qualitative and quantitative analyses and prepares strategies for negotiations of contract terms and conditions;
Manages daily operation of human resource branch, ensuring maximum use of personnel, space, materials, equipment and time;
Analyzes staff development needs and provides recommendations on strategic priorities and implementation methods to meet federal, state, and local mandates;
Designs staff development and training programs and conferences;
Directs preparation of personnel and training reports and studies;
Oversees development, implementation, and evaluation of personnel/training programs;
Serves as lead support to management in preparation of grievance cases and represents management through the civil service process;
Monitors grievance procedures and represents agency in court case preparation with Office of the County Attorney and Civil Service Commission;
Provides recommendations to improve performance management program of County and works with DHR to effect these changes;
Directs and manages the grants function;
Oversees the research and seeking of information on applicable grants, promoting grant opportunities, coordinating grant activities including application/proposals, preparing grant reports, and developing and maintaining relationships with potential grantors, in order to maximize grant revenue;
Directs the department's marketing research and analysis efforts and marketing staff and develops long-term strategic marketing plans pertaining to department's programs and services;
Oversees, leads, and/or participates in processes or programs designed to ensure that the persons or entities intended as beneficiaries of County programs are successfully identified and enrolled as participants;
Meets with community groups to explain County programs and to recruit their participation;
Develops, implements, and monitors fundraising and fund development plans and activities and develops and implements methodology and strategy for soliciting and securing donor resources;
Develops long-term strategy and implements and monitors fund raising activities for Agency;
Designs, plans, and implements methodology for soliciting and securing resources;
Oversees fund raising activities, donor database, and related resources and seeks ways to continually expand and enrich program;
Develops customized solicitation material;
Works to build relationships with community groups and increase visibility of Fairfax County.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of mission, goals, and objectives of the organizational unit, program, or activities to which incumbent is assigned;
Considerable knowledge of the principles, practices, and techniques relating to the functional area of business operation (e.g. personnel, budgeting and financial management, contract administration and management);
Ability to identify possible solutions for solving business problems;
Ability to write detailed, accurate reports, grants, or solicitations for pertinent areas of administration;
Ability to make oral presentations to department management, other departments, or the public;

Ability to evaluate proposals and solutions in terms of benefits, costs, and overall impact on the project, program, or organization;

Ability to use word processing, spreadsheet, and presentation software to prepare documents and to store, manipulate, analyze, and present information;

Ability to lead assigned employees, including delegating and reviewing work assignments, providing coaching and guidance, monitoring and evaluating performance, and supporting training and development planning;

Ability to supervise and train staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in field related to the assigned functional area; PLUS

Four years of professional work experience within the functional area such as human resources, budgeting and financial management, contract administration and business management.

CERTIFICATES AND LICENSES REQUIRED:

None

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

REVISED: July 8, 2005

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